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INFORMATION REPORT INFORMATION REPORT

CENTRAL INTELLIGENCE AGENCY

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S-E-C-R-E-T

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COUNTRY Czechoslovakia

REPORT

SUBJECT Ministry of Finance

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SOURCE EVALUATIONS ARE DEFINITIVE. APPRAISAL OF CONTENT IS TENTATIVE.

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1. [redacted] a report on the Ministry of Finance including a large number of the employees of the Ministry, details on the procedures followed in the Ministry, the organizational structure, etc. Highlights of the report are given below.
2. The Ministry is located in a complex of buildings with at least five entrances. The address is Prague 3, Letenska 15.
3. There are about 20 or 21 main departments (Odbory) and about 2 to 4 departments (Oddeleni) under each main department. In addition there are other work groups. The main departments are numbered, with a two-digit number, from 11 to 31. The subordinate department designations have an additional digit: for example, 191 is department 1 of Main Department 19. The budgetary main departments are consolidated into administrations (Sprava). There are two administrations, the administration of the State Budget and the administration of Budget Receipts. Certain work groups have no designators, including the Secretariat of the Minister, the Main Department for Personnel Problems, the Control Group of the Minister, the Department for Special Assignments (Ukoly) and the Special Department.
4. Each deputy minister has a number of main departments under his supervision. Some of the main departments and their subordinate departments are as follows:
 - 11, 12 Budget
 - 19 Currency Circulation and Credit
 - 191 Savings Plan
 - 192 Credit Plan
 - 20 Foreign Exchange
 - 201 Foreign Legal Department
 - 202 Foreign Exchange Department
 - 203 Department for Foreign Trade Financing
 - 31 General
 - 311 Studies Department
 - 312 Publications Department

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STATE	X	ARMY	X	NAVY	X	AIR	X	FBI		AEC									
(Note: Washington distribution indicated by "X"; Field distribution by "#".)																			

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313 Legislation Department
314 Property Department

5. Other work groups included the following:

Secretariat - in charge of the ministerial agenda, directs the ministerial staff press, prepares materials for governmental meetings and decisions.

Minister's Control Group - handles complaints from the population.

Main Personnel Department - handles personnel problems, cooperation with the secret police, the party, trade unions, and directs training.

Department for Special Assignments - handles military service of employees, fire protection, defense, etc.

Special Department - handles classification of documents, issuance of identification badges for employees and visitors.

It is possible that the last two groups have been consolidated as was done in other ministries. [redacted] it was alleged that a reorganization plan was being prepared for the ministry and its subordinate units. 50X1-HUM

6. The ministerial staff meetings consists of the minister, the deputy minister, the director of the Research Institute of the Ministry, the director of the State Bank, the director of the Investment Bank, and heads of the main administrations on an ad hoc basis, and the chief of the main Personnel Department. The meetings take place once a week, usually on Thursdays, and are of an internal, intimate, and sometimes secret nature. All important departmental problems are discussed by the staff.

7. [redacted] a large number of the employees of the ministry, of whom the more important are the following: 50X1-HUM

- a. Bohumil Sucharda - First Deputy Minister
- b. Bohumil Valek - Deputy Minister
- c. Dvorak (fnu) - A new appointee, successor to the former Deputy Minister Chalupa who was dismissed in the summer of 1957.
- d. Miroslav Koudelka - Chief of the Budget Administration.
- e. Salda (fnu) - The temporary chief of the Main Personnel Department.
- f. Holarek (fnu) - Chief of the Studies Department.
- g. Vlcek (fnu) - Chief of the Party Organization in the ministry.
- h. Kulovany (fnu) - Chief of the Trade Union organization in the ministry.

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- i. Cespiva (fnu) - Chief of a department in the Main Department for Foreign Exchange.
- j. Janota (fnu) - Chief of a department in the Main Department for Foreign Exchange.
- k. Leopold Ler - An expert in the Secretariat of the Minister.
- l. Vladimir Komender - Chief of the Publications Department.
- m. Brajer (fnu) - Chief of the General Main Department.
- n. Bartosek (fnu) - Acting chief of the Foreign Legal Department.
- o. Bohuslav Cirkl - Chief of the Legislation Department.
- p. Janda (fnu) - Department chief in the Main Department for Currency Circulation and Credit.
- q. Prokop Sadilek - Department chief in the Main Department for Currency Circulation and Credit.
- r. Zdenek Eberl - Department chief in the Budget Administration.
- s. Hajek (fnu) - Chief of the Foreign Exchange Department.
- t. Otakar Hora - Chief of the Ministerial Control Group.
- u. Vacl (fnu) - Department chief in the Main Accounting Office.
- v. Pavelka (fnu) - Chief of the Training Department.
- w. Peroutka (fnu) - Chief of the Foreign Exchange Department.

In addition, [redacted] 27 other individuals in lesser positions 50X1-HUM
[redacted]

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8. Among the other topics [] are the following:

- a. Building protection system.
- b. Document numbering system.
- c. Document handling procedures.
- d. Party, trade union, youth, and Czechoslovak-Soviet Friendship organizations in the ministry.
- e. Meetings of representatives of the finance departments of the Kraj National Committees held at the ministry.
- f. Publications of the ministry.
- g. Partial organization chart of the ministry and its subordinate units.
- h. A former letter used in the ministry.

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INFORMATION ON THE CZECHOSLOVAK MINISTRY OF FINANCE

50X1-HUM

PART I -- THE MINISTRY

1. Headquarters

The address is Prague 3, Letenska 15, a building complex with at least five (barred) entrances. The group extends to Josefovská ulice and to the modern office building on Drazického náměstí. Only the main entrances on Letenska ulice is open in the daytime but is closed in the evenings and on Sundays.

2. Building guard

Usually a 2-3- man protection force (old people). During danger periods, the complex is guarded by (armed) Communists (during the Hungarian Revolution, for example). The guard details [at such times] are larger

Personnel (probably armed) live in the building, principally chauffeurs with their families.

3. Organization

There are about 20 or 21 main departments (Odbory) and about 2 to 4 departments (Oddelení) under each main department. In addition there are other work groups. The main departments are numbered (always a two-digit number) from 11 (10?) to 31. The departments have one-digit numbers which are tacked onto the main department number, for example, 191 is Department 1 of Main Department 19 and 203 is Department 3 of Main Department 20. The budgetary main departments are consolidated in Administrations (Správa). There are two administrations, the Administration of the State Budget (Správa Státního Rozpočtu), and the Administration of Budget Receipts (Správa Státních Příjmů), where the main departments for the individual tax groups and excises are consolidated.

Certain work groups have no numbers. They are the Secretariat of the Minister, the Main Department for Personnel Problems, the Control Group of the Minister, the Department for Special Assignments, and the Special Department.

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The subordinate units of the ministry are discussed in Part II. An organizational chart of Part I is appended.

4. Duties

The current work of the ministry is performed by referents. The referent has a file for each assignment (so-called referent forms) which are signed by the department chief and the main department chief. If necessary, the document may be sent to the appropriate deputy minister for signature. The Minister of Finance signs only ministerial decrees and orders, important budget papers, and personal documents relating to ministerial officials.

The documents are numbered as follows:

- a. Number of the department which has processed the document, slash,
- b. Current central number according to the central registry (Zentralprotocol) (used for the entire ministry), slash,
- c. Year.

The name of the referent concerned is then attached to the document. For an example: 191/10.702/57

Referent: Dr. Lehovec.

Work groups which have no assigned number sign the document with their abbreviation, for example, Z0/11.025/57 (Z0 -- Zvlastni Oddeleni, Special Department)

Each deputy minister has a number of main departments under his supervision.

[Redacted]

the following breakdowns:

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Main departments:

11, 12 -- Budget; 19 -- Currency Circulation and Credit; 191, 192 -- Savings Plan and Credit Plan; 20 -- Foreign Exchange; 201, 202, 203 (204?) -- Foreign Legal Department, Foreign Exchange Department, Department for Foreign Trade Financing; 31 -- General; 311, 312, 313, 314 -- Studies Department, Publications Department, Legislation Department, Property Department.

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[Redacted]

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[REDACTED] 50X1-HUM

Other work groups:

Secretariat -- direct ministerial agenda, ministerial staff press, etc., preparation of materials for government meetings and decisions.

Minister's Control Group -- handling of complaints from the population.

Main Personnel Department -- personnel problems, cooperation with the secret police, the party, and the trade union; training.

Department for Special Assignments -- military service of employees, fire protection, defense, etc.

Special Department -- classification of documents, issuance of identification for entering the building, etc.

It is possible that the Special Department and the Department for Special Assignments have been consolidated, as has happened in other government agencies.

5. Minister's Staff

The ministerial staff consists of the minister; the deputy ministers; the director of the Research Institute of the ministry of Finance; the director general of the State Bank (?); the director of the Investment Bank (?); the directors of the main administrations (only if they handle important problems, therefore on an ad hoc basis); various specialists in the ministry (ad hoc basis); and the chief of the Main Personnel Department (?). The conferences are of an internal, intimate, and sometimes secret nature. They take place once a week (on Thursdays?). All important departmental problems are discussed by the staff.

6. Important Documents

All important documents are in the hands of all members of the minister's staff; in the Statistical Department, in so far as they are of a statistical nature; and with all main department chiefs, each according to the agenda. [REDACTED]

[REDACTED]

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[REDACTED] 50X1-HUM

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7. Personalities

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These are given for the ministry under Part I.

[Redacted]

SUCHARDA, Bohumil,

50X1-HUM

Engineer;

Sucharda is First Deputy Minister; (

VALEX, Bohumil,

50X1-HUM

He is a deputy minister;

The entire credit and insurance system is under his supervision.

DVORAK (fnu),

50X1-HUM

A deputy minister;

He is the successor of dismissed

Deputy Minister CHALUPA.

KOUDELKA, Miroslav,

Doctor;

He is chief of the

50X1-HUM

Budget Administration;

He is the number two man in

the ministry, following Engineer SUCHARDA.

SALDA (fnu),

He is the temporary chief of

the Main Personnel Department.

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[redacted]
CEZIK (fnu),

[redacted] He is referent
of the Main Personnel Department;

He is personnel referent for the Main Department for Foreign Exchange; the
Research Institute, and other units [redacted]

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ANCIKOVA (fnu:f),

50X1-HUM

A referent in the Main Personnel Department; [redacted]
[redacted]

HOLAREK (fnu),

50X1-HUM

[redacted] He is
chief of the Studies Department (Department 311 ?);
[redacted]

VLCEK (fnu),

50X1-HUM

[redacted] Chief of the Party Organization
(officially) in the ministry; [redacted]
[redacted]

KULOVANY (fnu),

50X1-HUM

[redacted] He is
chief of the Trade Union (officially) in the ministry;
[redacted]

SKALA, (fnu)

50X1-HUM

[redacted]
He is a referent in the Main Department for Foreign Exchange (20);
[redacted]

He is a specialist in matters pertaining to foreign automobiles.

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[redacted]
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[redacted]

CESPIVA, (fnu)

50X1-HUM

[redacted] He is chief of a department (?) in the Main Department for Foreign Exchange (20); [redacted]

[redacted]

JANOTA, Oldrich

50X1-HUM

Engineer; [redacted]

[redacted] He is a department chief in the Main Department for Foreign Exchange;

[redacted] specialist; has access to all Czechoslovak secret documents concerning foreign trade; [redacted]

TYC, Jiri

50X1-HUM

Doctor; [redacted]

He

is a referent in the department which handles the salaries of administrative officials, [redacted]

50X1-HUM

LER, Leopold

50X1-HUM

Engineer; [redacted]

He is a referent

in the Secretariat of the Minister as an expert; [redacted]

[redacted]

LOZEK, (?) Karel

[redacted] He is a referent, and a colleague of Dr. Tyc; [redacted]

50X1-HUM

KOMENDER, Vladimir

50X1-HUM

Doctor; [redacted]

He is

chief of the Publications Department of Main Department 31; [redacted]

[redacted]

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[redacted]

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[REDACTED] 50X1-HUM

BRAJER, (fnu)

Doctor, chief of Main Department 31; (*).

KALOUSEK, Kamil

50X1-HUM

Doctor; [REDACTED]

[REDACTED] He is a referent in the Studies Department;

[REDACTED] He is a specialist.

ROKOS, Ales

50X1-HUM

[REDACTED] He is a
referent in the Budget Administration;
[REDACTED]

BARTOSEK, (fnu)

50X1-HUM

Doctor; [REDACTED]

[REDACTED] He is acting chief of the Foreign Legal (Auslandsrecht) Department under
Main Department 20; [REDACTED]

NOVOTNY, (fnu)

Engineer; [REDACTED] referent in Main Department 20; (*).

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CIRKL, Bohuslav

50X1-HUM

Doctor; [REDACTED]

[REDACTED] He is chief of the Legislation Department under
Main Administration 31; [REDACTED]

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[REDACTED] 50X1-HUM

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HLAVACOVA, Drahomira [redacted]

[redacted] She

is a referent for savings bank affairs; an official in the youth organization;

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JANDA, (fnu)

Department chief (main department chief?) in Main Department 19, for
Currency Circulation and Credit; [redacted]

KARNET, (fnu)

Doctor, referent in Main Department 19,
specialist.

TRUBAC, Karel

50X1-HUM

Doctor; [redacted] He is a referent
in Main Department 19; [redacted]

SADILEK, Prokop

50X1-HUM

Department chief in Main Department 19; [redacted]

LEHOVEC, (fnu)

50X1-HUM

Doctor; [redacted] He is a
referent in Main Department 19, [redacted]

EBERL, Zdenek

50X1-HUM

Doctor [redacted]

He is a department chief in the Budget Administration;

a competent specialist.

HAJEK, (fnu)

50X1-HUM

[redacted] He is
chief of the Foreign Exchange Department (20); [redacted]

He is a first class specialist [redacted]

Czechoslovak foreign trade. [redacted]

He has all secret documents on

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9. Party, Union, Youth Organization, Czechoslovak - Soviet FriendshipSociety in the Ministry of Finance

a. Party

Designation: All-enterprise Committee of the KSC

Chairman: VLCEK who is employed officially as the party functionary.

Members: Number unknown

Units: Party groups

Monthly dues: graded, up to 10 percent (??) [of income?]

The party group is the most important form of party organization in the Ministry of Finance. [] the party group [] was formed from party 50X1-HUM

members of the Main Department for Foreign Exchange and the Research Institute.

The chairman is Engr Frantisek MICHALEC. The party group holds monthly meetings at which either internal party problems or ordinary operational problems are discussed. If work problems are discussed, non-party members must attend the meeting. The meetings were held in the late afternoon, after work. []

[] two meetings [] at which the effectiveness 50X1-HUM

of foreign trade was discussed. Important personnel problems are handled only by party functionaries. Even party members often remain uninformed on such matters.

b. Trade Union

Designation: Enterprise Committee of the Revolutionary Trade Union Movement (ROH)

Chairman: KULOVANY; officially employed as ROH functionary. He is "reelected" annually.

"Elections": Once a year for the main committee (Gesamtausschuss) as well as the subcommittees.

Members: All workers membership is compulsory.

Units: Subcommittees

The activities of the union are limited to the organization of compulsory labor actions (brigades) in cooperation with the party; cooperation with the

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party in organizing pro-regime demonstrations; and the selection of employees for free summer or winter recreational activities, in cooperation with the party organization.

Meetings: once a month

Monthly dues: one percent of the net monthly wage, rounded off to the nearest crown.

The union organization is subordinate to the Federation of Finance Employees, Prague II, Havlickovo namesti.

c. Youth Organization

Designation: Enterprise Committee of the Federation of Czechoslovak Youth (CSM)

Chairman: Unknown, He is "elected". See supplement below for other functionaries.

"Elections": Once a year

Members: All young people, no exceptions.

Units: Groups depending on work area.

Activity: See subheading on the union.

Monthly dues: 2 (?) [percent or crowns?]

d. Society for Czechoslovak-Soviet Friendship

Designation: Enterprise Committee (?) of the Society for Czechoslovak-Soviet Friendship (SCSP)

Chairman: Unknown

Members: All employees, no known exceptions.

Units: ?

Activity: Propagation of the "Soviet prototype".

Annual dues: 2 crown plus special dues (?).

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[redacted] 50X1-HUM

Supplement to Section 7 -- personalities

HORA, Otakar

[redacted] He is chief of the Ministerial
Control Group; [redacted] 50X1-HUM

VITEK, (fnu)

[redacted] He is 50X1-HUM
a referent in the Control Group; [redacted]

POTULICKY, Rudolph

50X1-HUM

Doctor; [redacted]

[redacted] He is a referent; (bears the title: senior lawyer) in a department
for local national committee budgets; [redacted]

HRBKOVA, Eva

[redacted] She is a 50X1-HUM
referent [redacted] She is [redacted] a
functionary of the CSM; [redacted]

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[redacted] 50X1-HUM

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SPACEK, (fnu)

Engineer;

He is a referent

in the Administration for Budget questions (Budgetfragen), is a youth

organization official;

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He is an external collaborator of the Research Institute of the

Ministry and writes articles on Czechoslovak National Income.

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OTRADOVEC, (fnu)

50X1-HUM

Large:

He is

a referent

VACL, (fnu)

50X1-HUM

He is a department chief (main depart-

ment chief??) in the Main Accounting Office of the Finance Ministry;

RICHTROVA, Alena
(RICHTER)

50X1-HUM

Doctor;

She is a referent in the Studies Department (Main Administra-

tion 31); agenda: scientific and technical cooperation between east block 50X1-HUM

countries in financial matters.

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[redacted]
SMETANA, (fnu)

50X1-HUM

[redacted]
He is referent (chief?) of the Special Department (ZO). Agenda: classifica-
tion of documents, issuance of passes for the building; [redacted]

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VITEK, (fnu)

[redacted] He is not to be con-
fused with the Vitek already mentioned, a referent in the Control Group. He
is employed in the ZO (ZU?); [redacted]
[redacted]

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NOVOTNY, (fnu)

50X1-HUM

Engineer; [redacted]
[redacted] He is a referent in the Main Department for Transport and Com-
munications (road construction?); [redacted]
[redacted]

PAVELKA, (fnu)

50X1-HUM

[redacted]
He is chief of the Training Department in the Main Personnel
Department; [redacted]
[redacted]

INFELD, Leopold (?)

50X1-HUM

[redacted]
He is a referent in the Training Department;
very intelligent; speaks foreign languages;
[redacted]

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[redacted] 50X1-HUM

MAREK, (fnu)

[redacted] He is a
referent in the Training Department; [redacted] 50X1-HUM

FORSTOVA, (fnu)

50X1-HUM

[redacted] She is a stenographer
(?) in the Training Department; [redacted]

TRDLOVA, (fnu)

50X1-HUM

[redacted] She is a stenographer
in the Main Personnel Department; [redacted]

KRCEK, (fnu)

50X1-HUM

[redacted]
He is door man at the ministry;
[redacted] He is
unarmed, has daytime duty with another door man [redacted]
[redacted] The
doormen are not a part of the ministry protection force.

PLACEK, (fnu)

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[redacted] He
is a referent in the Main Administration for Currency Circulation and Credit
(19). [redacted]

[redacted] He is an official of the Trade
Union for Brigade Affairs; [redacted]

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[redacted] 50X1-HUM

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PEROUTKA, (fnu)

Engineer (?);

He is chief of the Foreign

Exchange Department (?) in Main Department 20;

Supplement to Section 7 -- Duties

Meetings of representatives of finance departments of the Kraj National Committees (KNV) are called regularly at the Ministry of Finance. These departments of the KNV are responsible for budget and tax agenda in the krajs and are subordinate to the Ministry of Finance. The same is true of the Okres National Committees (ONV) whose finance departments are subordinate to the finance departments of the KNVs.

The Ministry of Finance publishes the following periodicals:

1. Vestnik Ministerstva Financi -- an internal publication in which decrees and various operational directives are published (In Slovakia: VESTNIK POVERENICTVA FINANCII).

2. Financa Uver -- a monthly publication for finance and credit theory and practice. This publication can be purchased by anyone and has about 5,000 subscribers (?). The chief editor is Engr Miroslav TUCEK; Candidate of Economic Sciences. FINANCE A UVER is published in cooperation with the State Bank.

3. Internal policies are published as circulars (loose leaf form and sent to the ministerial apparatus and to subordinate units.

The ministry also publishes legal regulations and decrees in the Legal Gazette (Sbirka Zakonu), which can be purchased by anyone; in the Official Gazette (Urednt List), which can be purchased by anyone; and in the internal supra-ministerial information bulletin Sbirka Instrukci pro Narodni Vybory (?), a collection of loose sheets, which is only for internal distribution.

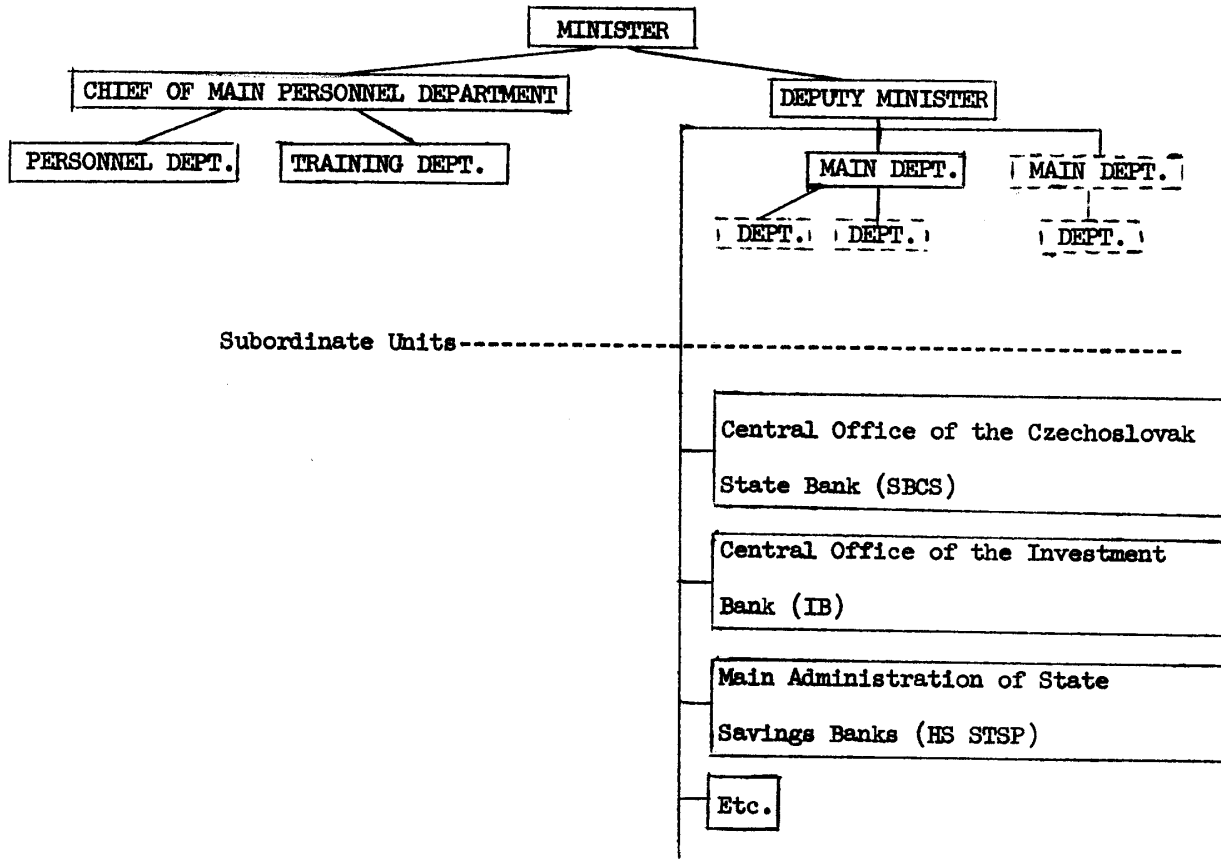
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SECRETPartial Organizational Chart of the Ministry of Finance

Ministerial Apparatus



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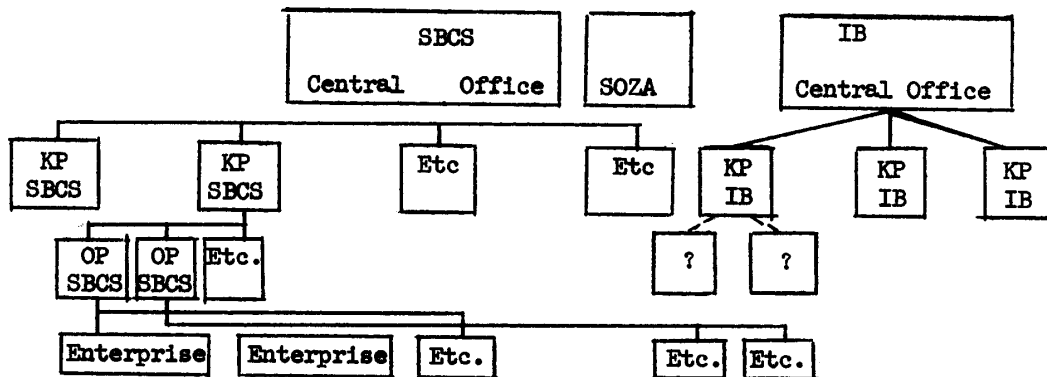
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N.B.: The Ministry of Finance is allegedly preparing to reorganize itself as well as its subordinate units.

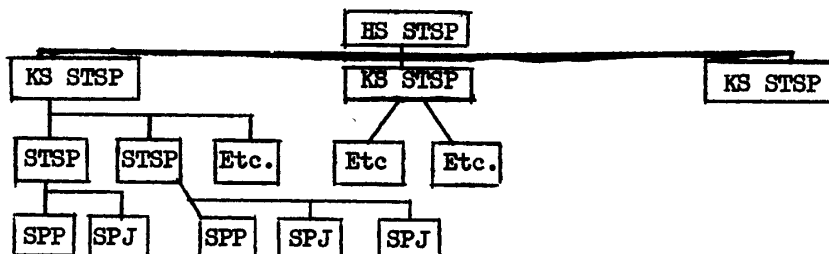
Subordinate Units (continued)

a.

b.



c.

Abbreviations

SOZA Administration of Foreign Operations of the State Bank (Sprava Operaci Se Zahranicim)

KP Kreis branch (Krajska Pobočka)

OP Kreis administration (Krajska Sprava)

STSP State savings bank (Statni Sporitelna)

SPP Savings bank branch (Sporitelni Pobočka)

SPJ Savings bank agency (Sporitelni Jednatelstvi)

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Form Letter Used in the Ministry of Finance

Format: A4

A rubber stamp is not used!

- | | | |
|-------|----|------------------------------------|
| 1. | 4. | Impression: 1. MINISTRY OF FINANCE |
| 2. | | 2. File No. _____ |
| 3. | | 3. Referent _____ |
| | | 4. Praha, date _____ |
| | | |

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.....
.....
.....

- | | |
|----|----|
| 6. | 5. |
|----|----|

5. Typewritten: "Vedouci odboru" (?) [Section Chief]

6. By typewriter or stamp: "Za spravnost vyhotoveni" (certified correct)

and then the stenographer's own signature, i.e., the stenographer who has written the letter. The main department chief (department chief) does not sign the letter.